

IAS - 73/72
12 May 1972


MEMORANDUM FOR: DDI Planning Officer

SUBJECT : Transfer of Position in IAS

During the recent IG survey of IAS, it was recommended that a Mission Coordinator position be established promptly in the Office of the Director, IAS. The recommendation was concurred in by IAS and the DDI. We have accomplished this by transferring one PI position, 0039, GS-13, from the Military Division to the Office of the Director. This change will enable the Director's office to efficiently prepare for the assimilation of newly acquired imagery from KH Missions. A description of the Mission Coordinator position is attached.

The relocation of this position was discussed with the Position Management and Compensation Division, Office of Personnel, who concurred.

25X1A


Acting Director
Imagery Analysis Service

Attachment: a/s

Distribution:

Orig & 1 - Addressee
1 - ODir/IAS
1 - SB/Chrono

SUBJECT: KH Mission Coordinator is responsible to the Director, Imagery Analysis Service, for ensuring that IAS efficiently prepares for the assimilation of newly acquired imagery from KH missions and effectively participates in the preliminary assessment of these missions for CIA. He is also responsible for coordinating the IAS review of imagery-derived inputs to the Central Intelligence Bulletin.

Specific duties are as follows:

1. Ensures that operational and substantive information related to KH missions, including predicted and refined target coverage data, mission plots, preliminary findings from NPIC, mission performance information, etc., is made available on a timely basis to the operating components of IAS.
2. Chairs an IAS committee charged with planning KH film handling and distribution within IAS and monitors this activity for each KH mission.
3. Coordinates with the OSR Team Chief and IAS managers on topics and targets to be given priority treatment in the KH mission assessment, and on the appropriate work schedule to ensure timely IAS support to the assessment.
4. Coordinates with the chiefs of the supporting branches in IAS to ensure that the necessary services are effectively supplied.
5. Coordinates with the production and technical services personnel of NPIC to ensure their appropriate and timely support.
6. Monitors the progress of IAS exploitation of targets/topics selected by the production offices for the KH assessment.

7. Assists in selecting suitable subjects for "miniboard" illustrations to accompany the assessment and coordinates the preparation, reproduction, and review of these illustrations.
8. Prepares an introductory statement for each KH assessment on the mission objectives and the extent and quality of coverage.
9. Ensures that all imagery-derived contributions to the KH assessment are made available to the Director of IAS, the IAS division chiefs and the NPIC Imagery Exploitation Group for substantive review.
10. Coordinates development of automated data systems and methods for expediting or otherwise improving the KH assessment and assimilation operations.
11. Maintains a daily check on the status of all photographic missions of IAS interest and prepares a weekly mission status calendar.